

## CULTURE SERVICES ADVISORY COMMITTEE

DATE: Thursday, March 12, 2020

TIME: 7:00 p.m. to 9:00 p.m.

PLACE: Council Committee Room, Coquitlam City Hall

### CALL TO ORDER

1. **Welcome and Introductions (Icebreaker Exercise)**  
Chair / Committee Members; 7:00-7:15 p.m. (15 minutes)

### ADOPTION OF MINUTES

2. **Minutes of the Culture Services Advisory Committee Meeting held on Thursday, November 14, 2019**

### NEW BUSINESS

3. **Northeast Community Centre Update - Presentation/Committee Input**  
Acting Community Partnerships and Policy Manager/Coordinator Plans, Policies and Community Partnerships; 7:15-7:40 p.m. (25 minutes)
4. **Promoting the Arts: Building Bridges**  
Tourism Manager; 7:40-8:00 p.m. (20 minutes)
5. **Committee Orientation**  
Committee Clerk; 8:00-8:10 p.m. (10 minutes)
6. **Review and Approve Draft 2020 CSAC Work Plan**  
Chair / Staff Lead / Committee input; 8:10-8:25 p.m. (15 minutes)
7. **Public Art Discussion Question: How can art in public spaces enhance a community?**  
Staff Lead / Committee input; 8:25-8:40 p.m. (15 minutes)
8. **Facility Updates (Standing Agenda Item)**  
Staff Lead; 8:40-8:45 p.m. (5 minutes)
9. **CSAC Members' Roundtable / Emerging Cultural Issues (Standing Agenda Item)**  
Committee; 8:45-8:55 p.m. (10 minutes)

### OTHER BUSINESS

**NEXT MEETING DATE – Thursday, May 21, 2020**

### ADJOURNMENT

**CULTURE SERVICES ADVISORY COMMITTEE**  
**Thursday, November 14, 2019**

A Regular Meeting of the Culture Services Advisory Committee convened on Thursday, November 14, 2019 at 7:02 p.m. in the Council Committee Room, City Hall, 3000 Guildford Way, Coquitlam, BC with the following persons present:

- COMMITTEE MEMBERS:** Councillor Steve Kim, Chair  
Candrina Bailey, Coquitlam Heritage Society (Alternate)  
Jill Cook  
Julie Eastman  
Todd Gnissios, Coquitlam Public Library Board  
Andrea Howorth, Festival Planners Network  
Janice Mazon  
David Mushens (arrived at 7:08 p.m.)  
Mandy Tulloch, Artistic Community Representative
- REGRETS:** Councillor Craig Hodge, Vice Chair  
Joan McCauley, Place des Arts  
Donnie Rosa, General Manager Parks, Recreation and Culture Services
- ABSENT:** Bradley Nickason, Evergreen Cultural Centre  
Hazel Postma  
Asel Vazirova
- STAFF:** Steffanie Warriner, Manager Environmental Services  
Karen Basi, Cultural Services Manager  
Terra Dickinson, Cultural and Community Events Supervisor  
Steve Gauley, Planner 3  
Julie Kanya, Environmental Programs Specialist  
Allison Pickrell, Planner 2  
Jeri Hohn, Committee Clerk

## **CALL TO ORDER**

### **1. Introduction of the General Manager Parks, Recreation and Culture Services**

Staff advised the Committee that the General Manager Parks, Recreation and Culture Services had provided her sincere regrets to the meeting.

## **ADOPTION OF MINUTES**

### **2. Minutes of the Culture Services Advisory Committee Meeting held on Thursday, September 14, 2019**

The Minutes of the Culture Services Advisory Committee Meeting held on Thursday, September 14, 2019 were approved.

## NEW BUSINESS

### 3. Draft City Centre Area Plan

The Chair welcomed Community Planning staff to the meeting. The Planner 3 introduced himself as well as the Planner 2 and provided introductory remarks regarding the public consultation completed to date for the draft City Centre Area Plan. He noted that various Community Profiles were available on-table.

The Planner 3 and Planner 2 provided a joint presentation with on-screen slides titled as follows:

- Draft City Centre Area Plan – November 14, 2019
- Relationship to Other Plans and Projects
- Planning Process
- Draft City Centre Area Plan – [coquitlam.ca/ccap](http://coquitlam.ca/ccap)
- Consultation
- What We Heard – Arts and Culture Advisory Committee (April and June 2018)
- Guiding Principles
- City Centre Area Plan Boundary
- Big Moves
- 5 Big Moves - Creating a Vibrant Downtown Core
- Creating a Vibrant Downtown Core - Precincts
- Creating a Vibrant Downtown Core - Districts
- 5 Big Moves - Establishing a Strong Employment Base
- 5 Big Moves – Building a Family-friendly Downtown
- 5 Big Moves – Enhancing Recreation and Cultural Opportunities
- Enhancing Recreation and Cultural Opportunities – Parks and Natural Areas
- Enhancing Recreation and Cultural Opportunities – Recreation and Culture
- Enhancing Recreation and Cultural Opportunities – Public Art
- Enhancing Recreation and Cultural Opportunities – Privately Owned Publicly-Accessible Open Spaces (POPS)
- 5 Big Moves – Integrating and Connecting Downtown
- Integrating and Connecting Downtown – Updated City Centre Streetscape Guidelines
- Integrating and Connecting Downtown – Block Pattern Guidelines
- Integrating and Connecting Downtown – Improved Transportation Network
- Integrating and Connecting Downtown – Character Streets
- Integrating and Connecting Downtown – Updated City Centre Streetscape Guidelines
- Land Use Concept
- Realizing the Plan
- Next Steps

Discussion ensued relative to the following:

- The neighbourhood walkability afforded by the draft Plan
- A desire to fast-track implementation of the draft Plan
- The desire to support smaller, local, family-run businesses, the challenges they could experience during the transformation of the City Centre Area, and the potential to use special zoning to support such businesses

- The belief that to create vibrancy within the Area, residents and visitors need to be provided with desirable attractions and reasons to attend the streets and shops
- The desire that the implementation phase of the Plan attract a larger base of customers to businesses throughout the day and into the evening
- The belief that property taxes in the Area could be challenging to smaller, family-run businesses, and whether the City could consider offering tax breaks to those types of businesses
- The City's consideration of relevant tax issues and ways to incentivize employment within the City Centre Area
- The benefit of SkyTrain relative to increased event attendance at Evergreen Culture Centre
- The belief that traffic flow will need to continue through the Area to accommodate the parking needs of commuters travelling to and from their workplaces
- Whether another theatre would be built as part of the implementation phase of the Plan
- Whether staff could provide further information regarding the City's cultural targets relative to its cultural facilities
- The definition of "entertainment corridor" within the draft Plan

A copy of a postcard titled "A Plan for City Centre" was circulated on-table. The Chair spoke to the desire for foundational inputs from stakeholders and invited the members to circulate information regarding the public survey with their networks and contacts.

#### **4. Strategic Environmental Sustainability Plan**

The Manager Environmental Services provided introductory remarks regarding the draft Strategic Environmental Sustainability Plan, including the work undertaken by staff and the public consultation completed to date.

The Committee participated in a dotmocracy exercise to provide input to the following focused questions:

- To you, how important are each of the topic areas?
- If you had to choose only 3 topic areas for the City to focus on, what 3 would you choose?
- How can the City help you to live or work more sustainably in Coquitlam?

Discussion ensued relative to the following:

- The "Don't Know" column and whether staff could answer any questions
- Clarification regarding the concepts and definition of stormwater runoff
- Themes identified by the Committee revolving around sustainable transportation, the built environment, and waste management
- Youth's alignment to climate change action and whether staff had considered some grassroots, youth-inspired initiatives that could be pursued in local schools
- Some potential ideas for youth initiatives and ways to engage youth

The Manager Environmental Services thanked the Committee for its input, circulated a postcard titled "Help Inform Our Environmental Sustainability Plan" on-table, and encouraged the members to complete the online public survey and share its details with their contacts



and networks.

## 5. Cultural Summit Report

The Cultural Services Manager gave introductory remarks and the Cultural and Community Events Supervisor provided a debrief regarding the City's 2019 Cultural Summit, utilizing on-screen slides titled as follows:

- Cultural Summit Report
- Event Goals
- Participant Feedback
- Feedback and Discussion

A copy of the event program titled "Cultural Summit: Creative engagement for the 21<sup>st</sup> century" was circulated on-table, and the Committee members provided feedback regarding the Cultural Summit.

Discussion ensued relative to the following:

- The excellence of the event
- Expressions of appreciation to Council and staff for their cultural leadership in the community
- How follow-up feedback would be gathered from event participants
- The structure and model of the event and the participation and support provided by neighbouring communities
- The high calibre of hospitality provided during the event
- The desire that the time for networking opportunities be increased during future events
- The desire that attendees wear name/organization tags throughout the event so that participants can readily identify and engage with one another
- Suggestions regarding networking ideas such as icebreaker exercises, games, and activities during breaks
- Support for the event's value and appreciation for its reasonable cost
- Feedback regarding the length of the event and the length of panel presentations
- The suggestion that activators could be situated in the crowd to introduce participants to each other and encourage icebreaking-type activities
- The pros and cons of having guest speakers
- The desire that speakers project positivity regarding what can be done by cultural advocates to make the community and the world a better place to live

The Cultural Services Manager encouraged the members to complete the event survey and to email staff other suggestions and feedback, including the names of potential guest speakers for future events.

## 6. Block Party Program Report

The Cultural and Community Events Supervisor provided a recap of the City's 2019 Block Party Program, utilizing on-screen slides titled as follows:

- Block Party Program Report
- Block Party Program History

- 2019 Block Party Program Features
- Rave Reviews
- Feedback and Discussion

The Cultural and Community Events Supervisor invited the Committee to provide feedback regarding the Block Party Program. There was no discussion.

## **7. Lights at Lafarge Overview**

The Cultural and Community Events Supervisor spoke to the upcoming seasonal Lights at Lafarge Kick-Off event, utilizing on-screen slides titled as follows:

- 2019 Lights at Lafarge Kick-Off Event
- 2019 Lights at Lafarge – Saturday, November 30, 6pm – 8pm
- Feedback and Discussion

Discussion ensued relative to:

- That for 2019, the food truck service had been expanded to run from 5:00 p.m. to 9:00 p.m.
- The lighting schedule available from Park Spark

The Cultural Services Manager noted that staff were looking forward to a robust turnout for the Kick-Off on November 30<sup>th</sup>.

## **8. 2019 Year-end Committee Review / Proposed Items for the 2020 Work Plan**

A copy of the 2019 CSAC Work Plan was circulated on-table for the Committee's reference. The Cultural Services Manager reviewed the 2019 Work Plan items, noting those that had been completed and those that could be carried forward to 2020.

The Chair invited the Committee to provide feedback regarding the undertakings and workings of the Committee over the past year and to suggest potential items for inclusion on the draft 2020 Work Plan. The desire for the Committee to be given an opportunity to provide input to the City's plans for cultural and community centres and facilities was raised.

## **9. Facilities Update (Standing Agenda Item)**

The Cultural Services Manager provided a verbal report regarding the cultural facility assessment being undertaken by the City relative to the replacement of the Place des Arts facility and the feasibility of adding a heritage centre on the existing site. She noted that work was underway and, once complete, a report would be put forward to Council for consideration.

## **10. CSAC Members' Roundtable/Emerging Cultural Issues (Standing Agenda Item)**

The Chair opened the floor and the following information was shared:

- Details regarding an elementary school student's solo piano recital to be held at Place des Arts
- Details regarding a Christmas PJs story time event to be held at Mackin House

- Details regarding a contest for children aged 5 to 11 years to design the new children's Coquitlam Public Library Card
- Details of upcoming Innovation Hub Open Houses to be held at the Coquitlam Public Library (CPL)
- The fundraising efforts underway by CPL to replace the end-of-life Library Link book bus and the desire to raise a portion of funding for the new bus from the community
- Copies of the 2020 CPL Calendar were circulated on-table
- Information regarding seasonal and upcoming public events to be held at Place des Arts and Mackin House including Christmas carolers and food, arts and crafts, and tours of the display titled "Homefront: World War II"
- Details of a Gather Round the Radio event, "A Christmas Carol", to be held at Mackin House
- Information regarding seasonal children's shows being held at Evergreen Cultural Centre

The Chair spoke to the availability of an outstanding tour of the art collection (reproductions and tributes to Masterpieces) created by students over the last 22 years and compiled by visual arts teacher Brian Gleckman at Pinetree Secondary School. The Chair encouraged members to book a tour and to consider contributing to the Go Fund Me Campaign to benefit the Pinetree Secondary Art Department.

#### OTHER BUSINESS

#### NEXT MEETING DATE – TBA (2020)

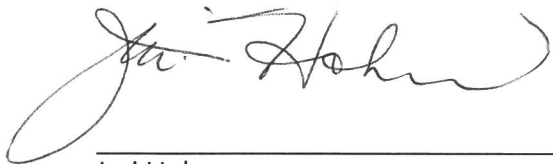
The Chair thanked the Committee members for their volunteerism and work completed during the year. He noted that he hoped the members had found value in the Committee and that he looked forward to returning as Chair in 2020.

#### ADJOURNMENT

The meeting adjourned at 9:05 p.m.

MINUTES CERTIFIED CORRECT

\_\_\_\_\_  
CHAIR



\_\_\_\_\_  
Jeri Hohn  
Committee Clerk

## NE Community Centre Presentation and Discussion Culture Services Advisory Committee

In preparation for staff's upcoming presentation to the Culture Services Advisory Committee staff have prepared the following basic information on the NE Community Centre project, as well as two questions for committee members to consider in advance of the meeting.

### **Context:**

Coquitlam's Parks Recreation and Culture Master Plan identified the future need for a comprehensive multi-use community centre to be placed in the Burke Mountain Village neighbourhood area. This community centre is anticipated to be open by 2026, and is expected to include a variety of programs and uses.

### **Facility Location:**

The NE Community Centre will be located in the heart of the Burke Mountain Village, which will include a mixture of retail and residential buildings. The site is identified on the map located HERE.

### **Facility Details:**

The facility is currently in the concept design phase, and staff are working to identify needs in the community. There are no confirmed amenities at this time.

### **Community Demographics:**

As of the 2016 Census, there were approximately 12,000 residents on Burke Mountain. When completed, the neighbourhood area is envisioned to have up to 50,000 residents. There demographic make-up of the community is relatively consistent with the City's other neighbourhood areas, with slightly more children, and slightly fewer older adults and seniors.

**More Information:** For more information on the above topics, feel free to review staff's report to Council in Committee on February 10.

### **Questions:**

1. What do you think are the current challenges facing NE community members with regard to accessing culture needs?
2. What innovative ideas for community centres have you seen elsewhere to support access and inclusion of culture, that could be included here?

### Coquitlam City Council

Coquitlam City Council is comprised of one Mayor and eight Councillors who are elected for a four-year term. The last General Local Election was held on October 20, 2018 and the next election will be held in the fall of 2022.

Following are the names of the current Mayor and Councillors:

|                     |                 |
|---------------------|-----------------|
| <b>Mayor:</b>       | Richard Stewart |
| <b>Councillors:</b> | Brent Asmundson |
|                     | Craig Hodge     |
|                     | Steve Kim       |
|                     | Trish Mandewo   |
|                     | Dennis Marsden  |
|                     | Teri Towner     |
|                     | Chris Wilson    |
|                     | Bonita Zarrillo |

Council is a Legislative (lawmaking) body with responsibility for exercising all legislative and administrative authority conveyed upon the City of Coquitlam ("the City") by the Provincial Government, primarily through the *Local Government Act* and the *Community Charter*. The Mayor is the head of Council and, as per the *Community Charter*, is the Executive Officer of the City.

### Coquitlam Committee Structure

There are a number of different Committees that exist in the City of Coquitlam. Each one differs based on its function, the members appointed to the Committee and its meeting schedule.

### Coquitlam Advisory Committees

Section 142 (1) of the *Community Charter* states that "A Council may establish and appoint a select Committee to consider or inquire into any matter and to report its findings and opinion to the Council."

Council adopts Terms of Reference for each select (advisory) Committee which provides the terms and conditions for the Committee including its mandate, term, composition and procedures.

For 2020 Council has established the following Advisory Committees:

- Culture Services Advisory Committee
- Economic Development Advisory Committee
- Multiculturalism Advisory Committee
- Sports Advisory Committee
- Sustainability and Environmental Advisory Committee
- Universal Access-Ability Advisory Committee

### Statutory Committees

Statutory Committees, also known as boards, commissions or Committees are established pursuant to facilitating legislation and serve at an arms-length capacity to the Council on behalf of, or in cooperation with, the municipality. Examples of such Committees are:

- The Library Board (established pursuant to the *Library Act*);
- The Board of Variance (established pursuant to the *Local Government Act* (s. 899)); and
- The Parcel Tax Review Panel (established pursuant to the *Community Charter* (s. 204)).

### **The Role of Committee Chair, Vice Chair, Members and City Staff**

#### **The Role of Chair and Vice Chair**

Advisory Committees are established by Council and are typically comprised of Council members and residents. In most cases the Chair and Vice Chair of an Advisory Committee are Council members.

The role of the Chair is to lead the meeting and to ensure that all Committee members present have the opportunity to speak. The following identifies more specific duties of the Chair:

- Sets the agenda
- Ensures that a quorum is present and opens the meeting at the prescribed time
- Ensures the Committee adheres to the agenda
- Prevents new issues from side tracking the agenda
- Limits the meeting length to 2 hours if possible
- Enforces the rules of decorum
- Respects members' views
- Seeks agreement and builds consensus
- Assists Committee Members to word motions clearly and succinctly
- Declares the meeting adjourned

The Vice Chair may attend any or all meetings and in the absence of the Chair, will chair the meetings.

#### **The Role of Committees**

Committees are established to:

- Provide information and well considered advice to Council and staff on issues of concern to the public and the City
- Provide recommendations for consideration by Council and staff
- Undertake work referred by Council and work within the direction provided by Council

The Terms of Reference sets out the Committee's mandate and duties. Committees can only consider issues within those areas specified in the Terms of Reference.



Once a Committee has submitted its recommendation to Council, it is Council's decision on how to proceed with the recommendation i.e. receive, approve, amend, defer, refer or decline the recommendation.

Committees require approval from Council before initiating projects or requesting the use of staff resources. If a Committee requires staff to undertake work, the staff liaison is obligated to advise the Committee whether or not staff can undertake the work and if authority is required from Council or the City Manager.

### **The Role of the Staff Liaison**

A staff liaison is defined as the staff member assigned to assist a Committee in a non-voting advisory and resource capacity.

The staff liaison:

- Provides information and professional advice
- Supports the Chair in developing agendas and supporting materials
- Drafts Committee reports
- Provides updates to the Committee on Committee work plan items

The staff liaison will advise the Committee if a recommendation to Council is required prior to any staff activity on an issue. For example, Committees will need to seek Council approval for new initiatives and projects requiring a significant amount of staff time or costs to determine if the resources can be allocated to the Committee's request.

### **The Role of the City Clerk's Office**

A Committee Clerk is assigned by the City Clerk's Office to provide administrative support to a Committee. The Committee Clerk:

- Prepares an agenda, based on the tasks identified in the work plan and in cooperation with other City staff members and the Committee Chair
- Distributes agenda once approved by the Chair
- Attends meetings and records minutes
- Assists with process and procedural issues
- Prepares minutes and forwards them to Council for consideration

- Handles meeting logistics such as providing a schedule of meeting dates, times and locations, booking meeting rooms, rescheduling meetings if required, tracking member attendance for reporting to Council, assisting with Committee volunteer recruitment and providing other administrative support as necessary.

Minutes provide a general overview of the meeting and capture any action items (i.e. recommendations) and are not verbatim. The advice and any recommendations made at the meeting are detailed in the minutes and then forwarded to Council for consideration.

### Committee Terms of Appointment

The terms of appointment for most Committees expire in December each year, unless otherwise stated in the Committee's Terms of Reference. Individuals may serve consecutive terms on any Advisory Committee. In the year of a General Local Election, members' appointments expire on the last day of the local election month, e.g. October 31<sup>st</sup>.

The terms and conditions of appointment for Statutory Committee members is determined by the enabling statute or establishing bylaw.

### Attendance of Committee Members

Appointed members to an Advisory Committee or Statutory Committee are required to attend regularly scheduled meetings. **The Committee Clerk should be notified in advance of the meeting should the member not be able to attend a meeting.**

Any member who is absent from three consecutive regular meetings without notifying the Committee Clerk or the Chair in advance, or without a leave of absence, may be asked to resign or may be removed from the Committee by Council.

**Committee members are reminded that attendance is vital.** Without quorum, the Committee is unable to hold an official meeting and cannot pass recommendations onto Council. If you are unable to attend meetings or cannot dedicate the necessary time, there are others on a waiting list who would like the opportunity to volunteer on a civic Committee.

### Code of Conduct for Committee Members

The following is a '*Code of Conduct*' which should be adhered to by all Committee members:

- Regularly attend meetings
- Prepare for meetings by reading agenda material in advance
- Listen to others and observe the rule of one speaker at a time
- Speak when acknowledged by the Chair and through the Chair
- Participate fully
- Observe rules of decorum and debate
- Do not misrepresent yourself as having any authority beyond that delegated by Council
- Put public interest above individual, group or social interests and consider this position as an opportunity to serve society
- Treat other Committee members, elected officials, and municipal staff with respect and courtesy
- Never offer, give or accept gifts, favors, or services that might tend to influence the discharge of duties
- Never use position to secure advantage
- Never disclose confidential information
- Declare a conflict of interest and withdraw from Committee participation on any matter that involves a direct or indirect personal financial interest

\*Committee members may not use the committee member contact list for personal or non-Committee related business.

### Removal of a Member from a Committee

Council may remove or ask that a Committee member resign at the request of the Committee or on its own initiative.

### Resignation of a Member

Any member of a Committee wishing to resign from the Committee is requested to provide the resignation in writing to the Committee Chair with a copy to the Committee Clerk.

### Committee Vacancy Replacement Term

In the event that there is a vacancy on an Advisory Committee, Council may, at its discretion,

appoint a new member to fill the vacancy. The newly appointed Committee member holds that position for the remainder of the term.

The regulations regarding Statutory Committee vacancies are determined by the enabling statute or establishing bylaw.

### **Time and Location of Advisory Committee/Task Force Meetings**

Advisory Committee meetings are generally held in the Council Committee Room located at City Hall, Main Floor, 3000 Guildford Way, Coquitlam, BC.

The start time for Advisory Committee meetings may vary as some meetings are held during the day and others in the evening. The date of the next meeting is identified on the current meeting agenda. Meetings are typically not held in August and December.

The Committee Clerk assigned to your Committee will advise you of the meeting dates and times of your meetings. Typically, meeting dates and times are also provided on the City's website.

### **Quorum**

A quorum of Committee Members for an Advisory Committee meeting is outlined in the Terms of Reference for the Committee. Typically, a Council member must be present for a quorum to be achieved. Therefore, quorum is achieved when a majority of the members and a Council member are present (50% +1). The Mayor, when present, shall be counted in achieving quorum. Quorum for Statutory Committee meetings is determined by the enabling statute or establishing bylaw for the Committee.

Where a quorum is not present fifteen minutes after the time established for a Committee meeting to start, the person responsible for recording the minutes shall record the names of those members present and the meeting will be deemed to be cancelled. If quorum is not achieved or is lost during the meeting, the Chair may choose to continue the meeting on an informal basis. Should this occur, the Committee cannot vote on any issue or make any recommendations to Council. The meeting minutes are forwarded to Council as informal notes.

### **Rules of Procedure**

The Rules of Procedure are outlined in Appendix "A" to this document. Advisory Committees and Statutory Committees follow these guidelines, provided the guidelines are not inconsistent with the Committee's enabling statute, establishing bylaw, the *Local Government Act*, the *Community Charter*, Council policy, or Council's Procedure Bylaw. The Committee may also rely upon the advice of the Committee Clerk (or another representative from the City Clerk's Office) or the staff liaison for guidance.

### Voting

All members of a Committee, including the Chair, (unless otherwise stated in a Committee's Terms of Reference) may vote on any question before it and in the event of a tie vote, the motion is considered defeated. In accordance with the *Community Charter*, any member who abstains from voting, without having first declared a conflict of interest and leaving the meeting, is deemed to have voted in the affirmative. Proxy votes are not permitted.

### Conflict of Interest

Committee members are subject to sections 100 to 104 of the *Community Charter*.

A conflict of interest exists if a Committee member is a director, member or employee of an organization seeking to benefit from the City or if the Committee member has a direct or indirect pecuniary (financial) interest in the outcome of Committee deliberations.

Committee members who have a conflict of interest with a topic being discussed, must declare that they have a conflict of interest, describe the nature of the conflict and leave the room during any discussions and voting thereon.

A conflict of interest does not exist if the pecuniary (financial) interest of the Committee member is in common with members of the general municipality or the pecuniary (financial) interest is so remote or insignificant that it cannot reasonably be regarded as likely to influence the member in relation to the matter.

The Committee Clerk notes in the minutes, the Committee member's declaration of a conflict of interest and the Committee member's exit from, and return to, the meeting.

### Remuneration

Committee members are volunteers and as such, serve without remuneration.

### Working Groups

There are many ways in which Committees may provide feedback to Council. In some cases there are specific topics which require further investigation. In these instances Committees may establish working groups of their members. These working groups may work on their own or in partnership with staff and report back to the Committee. Council is advised of the establishment of these working groups and their purpose through the meeting minutes.

### Reporting to Council

Advisory Committees report to Council through recommendations from staff reports or

recommendations that have been crafted at the meeting. Recommendations should be worded in a concise, action-oriented manner.

The Advisory Committee's recommendation will be forwarded to Council for consideration. In some instances, the Committee does not require a recommendation to go forward to Council. For example, should the Committee want to establish a working group, it is not necessary for this request to be handled through a recommendation, but can be identified through the Committee minutes. Council is kept apprised of all Committee activities through the regular distribution of Committee minutes.

### Authority

Advisory Committees do not have the authority to communicate on behalf of the City, to pledge the credit of the City or authorize any expenditure on behalf of the City except as expressed in the Advisory Committee's Terms of Reference.

The authorized spokesperson for Advisory Committees is the Chair.

### Budget

Advisory Committees and Statutory Committees do not typically have a budget allocated to them. They may request budget funds from Council in accordance with the City's budget preparation schedule and procedures. Any solicitation of funds from other organizations requires prior approval of Council. All Committees have reasonable use of City services such as photocopying, paper supplies and meeting areas. Committee members may contact the Committee Clerk for more information on budgets or the use of City services.

### Personal Liability

No member of a Committee is liable for any debt or liability of the Committee. It is the responsibility of the City to ensure that members of Committees are insured against all liabilities related to fulfilling their responsibilities and duties as members of a civic Committee.

### Meetings Open to the Public

All regular meetings of Advisory Committees and Statutory Committees are open to the public. The public may not be excluded from a meeting unless it is specified in the Committee's enabling statute or establishing bylaw or where the Committee is considering an item where, in accordance with applicable legislative requirements or Council procedure, the public interest requires the exclusion of the public (*Council Procedure Bylaw No. 4042, 2009*). Any member of the public may be asked to leave a meeting due to improper conduct as identified in *Council Procedure Bylaw No. 4042, 2009*.

At any time, a member of the public may be invited by the Chair to speak or appear as a delegation to the Advisory Committee or Statutory Committee. A member of the public may also be permitted, by the Chair and the Committee, to participate in a discussion. However, only members or persons appointed to Committees by Council may move, second or vote on motions.

Members of the public will be asked to take a seat in the chairs designated for the audience.

### **Special Committee Meetings**

Special Committee meetings may be held outside of the regular schedule at the call of the Chair, by the Mayor or by resolution of Council.

### **Further Information**

Committee members can obtain further information from the Chair of the Committee or the Committee Clerk ([committeeclerk@coquitlam.ca](mailto:committeeclerk@coquitlam.ca)).



### **APPENDIX “A”**

### **COMMITTEE MEETING GUIDELINES**

#### **The Agenda**

An agenda is prepared and forwarded to all Committee members approximately one week prior to the date of the meeting. For a meeting to be productive, members should:

- Review the agenda and accompanying reports ahead of time
- Prepare questions

#### **Handling the Business of the Meeting**

Good decision making requires:

- Background information
- Options and recommendations through discussion
- Preparation before the meeting
- Full participation in the meeting
- Regular attendance
- Cooperation by all meeting members
- Consideration of others' ideas and opinions

#### **Voting and Debating Rights**

Each member of a Committee, including the Chair, may make or second motions, may debate motions and may vote (with the exception of the Culture Services Advisory Committee, Sports Advisory Committee, and the Sustainability and Environmental Advisory Committee as Council members appointed to these bodies are non-voting members). Proxy votes are not permitted.

#### **Other Procedures**

Council receives input from Committee members through the Committee's minutes. Members may establish sub-committees or working groups to conduct further research and prepare information for Council.

#### **Making Motions - Committee Recommendation**

A Committee recommendation is a motion made by the Committee to ask for a formal action by Council. These motions or recommendations are recorded in the minutes and forwarded to Council.

The steps of handling a main motion are:

1. A Committee Member makes a motion:

“I move that...”

2. Another Committee member seconds the motion:

“I second the motion”

3. The Chair of the Committee then states the motion:

“It is moved and seconded that...”

4. The Chair then opens the floor to debate:

“Is there any discussion?”

5. The Committee members debate the motion

6. Once the debate is completed, the Chair puts the motion to a vote (also known as “calling the question”):

“We are now voting on the motion to..... Those in favour?” [those voting in favour raise their hands] “Those opposed?” [Those voting against indicate by raising their hands.]

7. The Chair announces the result:

“Motion passes.”; “Motion defeated”; or “Tie vote – motion defeated.”

### Amending Motions

An amendment is a motion to change the wording of another motion before voting on it. An amendment is always dealt with before the original motion. In effect, the amendment temporarily sets aside the motion which it proposes to modify. A motion to amend a debatable motion is debatable and requires the same steps as a main motion.

Three Methods of Amending a motion:

1. By inserting or adding words

“I move that the motion be amended by inserting the word[s]... between the word ... and the word...”

OR

“I move that the motion be amended by adding the word[s].....”

2. By striking out words

“I move that the motion be amended by deleting the words ...”

3. By striking out words and inserting replacement words

“I move that the foregoing motion be amended by deleting the words .... And inserting the words .... in their place.”

Only two levels of amendments are allowed. A main motion can be amended (primary amendment) and an amendment can be amended only once (sub-amendment). No amendment is permitted to a sub-amendment.

### Debating Motions and Amendments

When an amendment is made, discussion is allowed on the amendment only, not on the main motion. Once the vote on the amendment is taken, discussion proceeds on the motion (as amended if the amendment passed).

### Motion to Withdraw a Motion

A motion may be withdrawn by the mover and seconder of a Motion, with the consent of all Members present. A motion may not be withdrawn after it has been voted on.

### **Point of Order**

A statement that a rule of the Committee is being violated. It is ruled on by the Chair whose decision may be appealed to Committee and decided by Committee resolution.

### **Recess**

A motion to take a break in the meeting. A motion or call for a recess should specify the amount of time to be taken for the recess.

### **Reading of Motions**

A member may require the motion under consideration to be read. The Committee Clerk would then read the motion. Sometimes the Committee Clerk will ask to read a motion if she/he is unsure what it is or if she/he feels others may not understand the exact motion being considered.

### **Rules of Decorum and Debate**

Committee meetings tend to be more informal than a City Council meeting, however, here are some meeting rules which are helpful and should be used by the Committee:

- The maker of a motion has the right to speak first to their motion
- In order to speak a second time, a member should wait until all those who wish to speak have done so for the first time
- Members must remain courteous and avoid personal attacks on each other and staff
- Remarks must be confined to the motion before the Committee
- Remarks are always directed “through the Chair”
- Member should not interrupt another speaker
- Motions should be phrased concisely and to the point

## **CITY OF COQUITLAM**

### **Policy and Procedure Manual**

#### **CULTURE SERVICES ADVISORY COMMITTEE**

**Chapter: 5**  
**Section:**  
**Issue Date: May 2010**  
**Revision Date: February 2019**

#### **TERMS OF REFERENCE**

The City of Coquitlam Cultural Services Strategic Plan identifies Cultural Leadership as a key goal in the successful implementation of the Plan.

An Advisory Committee representing arts, culture and heritage will provide input into the cultural priorities; provide advice on how to advance implementation strategies and work in cooperation with the City to move forward cultural services in Coquitlam.

The Culture Services Advisory Committee is a group of community leaders and citizen representatives of local cultural organizations that will provide advice to Council.

#### **Committee Mandate:**

The shared collaborative leadership from the cultural community and the City will ensure citizens have a focused and coordinated delivery of arts, culture and heritage services. The mandate of the Culture Services Advisory Committee is to provide a community perspective and advice to Council with respect to achieving the City of Coquitlam Cultural Services Strategic Plan and accompanying implementation strategies to advance the cultural experiences for citizens.

The Committee's mandate is as follows:

- ◆ To provide advice to Council on significant specific cultural related issues that may arise from the community, staff or from Council;
- ◆ To provide advice on how to advance implementation strategies and to work in collaboration with the City to move forward cultural services in Coquitlam;
- ◆ To support and connect cultural organizations with the exploration of opportunities and hosting of major events and festivals; and
- ◆ To advocate and promote the value and benefit of cultural activities for all ages and abilities.

**Composition:**

The Committee is an advisory body composed of community leaders and citizen representatives of the local cultural community and two (2) members of Council. Members will be residents of Coquitlam and will reflect the diverse range of community arts, culture and heritage opportunities. Representatives will put forward an application of interest for review and appointment by Council.

Committee members will have demonstrated leadership within the arts, culture or heritage community as a volunteer, executive member, artist, or producer and be committed to working in a collaborative manner for the betterment of cultural services in the City.

The Committee will have 12 Community members (Voting) and 2 Council members (Non Voting) for a total of 14 members.

**Detailed Composition:***Culture Services Advisory Committee Members - (12) Voting Members*

The members from the established cultural organizations are chosen for their expertise in the field and are appointed to represent the local cultural community and assist the City in achieving the directions outlined in the Coquitlam Cultural Services Strategic Plan.

- 1 Member (Votes) from Coquitlam Library Board
- 1 Member (Votes) from the Festival Planner Network
- 1 Member (Votes) from Evergreen Cultural Centre Society Board
- 1 Member (Votes) from Place des Arts Society Board
- 1 Member (Votes) from Coquitlam Heritage Society Board
- 1 Member (Votes) from an Artistic Community Representative<sup>1</sup>
- 6 Members at Large (Votes) with a background in arts, culture or heritage

*Council Members - (2) Non Voting Members*

- 2 Members of Council (Non Voting)

**Chair, Secretary and Staff Support:**

Two Members of Council will be appointed to serve as the Chair and Vice Chair of the Culture Services Advisory Committee.

The City Clerk or designate will prepare the agenda and notice of meeting and will serve as Secretary.

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<sup>1</sup> The Artistic Community Representative is a professional artist who is an active and practicing member of the Coquitlam arts community (residence in Coquitlam is preferred but not mandatory). The Artistic Community Representative will be identified through a targeted recruitment process and be held by artists from across the various artistic disciplines on an annually rotating basis.

The General Manager of Parks, Recreation and Culture or his/her designate will serve as the staff liaison to support the Committee.

Staff serve in a support role and are not members of the Advisory Committee.

**Quorum and Procedures:**

A quorum will be a majority of the appointed members and must include at least one (1) of the Council members appointed.

Where quorum is present, minutes prepared by the Secretary shall go forward to Council.

Where a quorum is not present, notes of the meeting shall go forward for receipt and consideration at the next convenient meeting of Council.

The meetings are scheduled three to four times per year and may be cancelled or re-scheduled at the call of the Chair. Meetings are not typically scheduled in August and December.

When a Committee makes a recommendation for Council Action, it shall go forward to Council for consideration as a specific item within the Minutes prepared by the Secretary.

Working Groups or sub-committees may be established by the Culture Services Advisory Committee to pursue specific projects and issues. Committee working groups and sub-committees do not typically receive support from staff or the City Clerk's Office.

**Governance Model:**

City Council has distinct responsibilities to govern.

The Culture Services Advisory Committee has distinct responsibilities to represent citizen interests and provide advice to Council.

The Culture Services Advisory Committee represents one collective voice.

The role of staff is to provide support to the Culture Services Advisory Committee including meeting coordination, agenda management, minute taking, minute distribution and providing information, in the form of reports and/or advice, when requested within the limits of the available resources and in accordance with the work plan approved by Council.

**Work Plan:**

An annual work plan will be prepared by the Committee and will be approved by Council prior to work commencing. It is recognized that work items may arise during the course of the year, and that additions to the work program may be recommended by Council, staff, or the Committee itself. Revised work plans will be subject to Council approval.



**Duty of Members:**

Members are expected to advance developments in the best public interest in keeping with the mandate of the Committee and resolve any potential conflicts between their personal interests in order to support the overall well-being of cultural services in Coquitlam.

Members are expected to attend all meetings and participate fully in order to bring the full range of their skills, experiences and diversity to each issue and thus provide the necessary input to the Committee as needed.

All Members are expected to review distributed material before the meeting.

Members shall advise the Committee Secretary of their anticipated absence prior to a scheduled meeting. Absences and regrets will be recorded. Citizen representatives are not permitted to designate alternate representation at meetings. Citizen representatives who are absent, without reasonable cause or having been granted a leave of absence, from three consecutive meetings of the Committee may be subject to dismissal from the Committee.

Any member of a Committee wishing to resign from a Committee is requested to provide the resignation in writing to the Committee Chair with a copy to the Secretary.

**Communication:**

All official representation of the Culture Services Advisory Committee is through the Chair or his/her designate.

Communication with staff is through the staff liaison.

The media contact on behalf of the Committee is the Chair.

**Reimbursement:**

There is no financial reimbursement to Culture Services Advisory Committee members.

**Committee Member Terms:**

Term of Duty for the Culture Services Advisory Committee is one year.

Upon expiration of the Term of Duty, outgoing Members may re-apply for appointment during the annual recruitment process for the following year.

**Termination of the Committee**

The Culture Services Advisory Committee exists at the pleasure of City Council.

## 2020 Work Plan Culture Services Advisory Committee

### Committee Mandate:

The mandate of the Culture Services Advisory Committee is to:

- Provide advice to Council on significant specific cultural related issues that may arise from the community, staff or from Council;
- Provide advice on how to advance implementation strategies and to work in collaboration with the City to move forward cultural services in Coquitlam;
- Support and connect cultural organizations with the exploration of opportunities and hosting of major events and festivals; and
- Advocate and promote the value and benefit of cultural activities for all ages and abilities.

| Work Plan Items  | Department              | Comments<br>(i.e. Initiated by,<br>Priority<br>assignment A, B, C) |
|--|-------------------------|--|
| Committee Orientation  | City Clerk's Office     | Staff  |
| Review and Adoption of the 2020 Work Plan  | Chair / Staff Lead      | Staff  |
| CSAC Members Roundtable / Emerging Cultural Issues (Standing Agenda Item)  | Committee               | Staff  |
| Facilities Updates (Standing Agenda Item)  | PRCS                    | Staff  |
| Promoting the Arts: <ul style="list-style-type: none"> <li>• Building Bridges</li> <li>• West Coast Curated</li> </ul> | Tourism                 | Staff/<br>Tourism Vancouver  |
| Riverview Hospital Artifacts – Collection Management   | PRCS (Culture Services) | Staff  |
| Public Art Policy & Program Plan Review  | PRCS (Culture Services) | Staff  |
| Northeast Community Centre Update  | PRCS                    | Staff  |
| Arts, Culture & Heritage Plan Implementation: Committee Brainstorming  | PRCS                    | Staff  |
| Youth Strategy Implementation - Update & Feedback on Cultural action items   | PRCS                    | Staff  |

## 2020 Work Plan Culture Services Advisory Committee

|  |                          |                 |
|--|--------------------------|-----------------|
| Community Planning initiatives – Opportunity for Committee input (as needed), including: <ul style="list-style-type: none"> <li>Heritage Management Strategy</li> </ul>  | P&D (Community Planning) | Committee/Staff |
| Totem Pole Repatriation Project - Update   | PRCS (Culture Services)  | Staff           |
| 2021 Cultural Summit Planning  | PRCS / Committee         | Staff           |
| Events/Program Presentations – Committee input/feedback: <ul style="list-style-type: none"> <li>Block Party Program</li> <li>Coquitlam Celebrates Canada Day</li> <li>Culture Days 2020 Update/2021 Planning</li> <li>Kaleidoscope Arts Festival</li> <li>Summer Concert Series</li> <li>Culture Days</li> <li>Lights at Lafarge Launch Event</li> </ul> | PRCS (Culture Services)  | Staff           |
| 2020 Year-end Review / Identify potential items for the draft 2021 Work Plan – Committee feedback/ input   | Staff Lead/Committee     | Staff           |



## 2020 Culture Services Advisory Committee Meeting Schedule

Meetings are generally scheduled bi-monthly on the second Thursday of the month from 7:00pm – 9:00pm. Exceptions to this schedule are noted below with an asterisk (\*).

| DATE                           | TIME          | LOCATION               |
|--------------------------------|---------------|------------------------|
| March 12, 2020 (Thursday)      | 7:00 – 9:00pm | Council Committee Room |
| *May 21, 2020 (Thursday)       | 7:00 – 9:00pm | Council Committee Room |
| July 9, 2020 (Thursday)        | 7:00 – 9:00pm | Council Committee Room |
| <b>No meetings in August</b>   |               |                        |
| *September 17, 2020 (Thursday) | 7:00 – 9:00pm | Council Committee Room |
| **November 26, 2020 (Thursday) | 7:00 – 9:00pm | Council Committee Room |
| <b>No meetings in December</b> |               |                        |

Notes:

\*Scheduled to avoid conflict with Strategic Priorities Standing Committee Meetings.

\*\*Scheduled to avoid conflict with mid-week Remembrance Day (Nov. 11<sup>th</sup>) and Finance Standing Committee Meetings on November 19-20<sup>th</sup>.

Meeting dates are subject to change.